

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Engineering Manager	<u>Revision Date:</u> 06/06
		<u>EEO Function:</u> Utilities & Trans.
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Prof)
		<u>Control No:</u> 30554

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision and direction of the Director of Public Utilities, manages current Engineering Division operation and supervises the operations and personnel of the Engineering Division.

III. Essential Duties

- C Plan, coordinate and schedule Engineering Division operations
- C Supervise capital improvement design, approvals, and construction
- C Prepare and administer budgets for capital projects and Engineering Division needs
- C Coordinate new construction, system maintenance, and system operations with Operations Division personnel
- C Supervise development reviews and approvals of utility systems associated with new subdivisions or related development
- C Assist with planning for future short term and long term needs, including water source development
- C Prepare, organize and maintain Engineering Division files and reports
- C Provide professional technical assistance and consult with other departments on Public Utility engineering matters
- C Participate in advisory boards and other board meetings

IV. Marginal Duties

- C Respond to public inquiries, complaints and requests
- C Respond and investigate complaints regarding public improvements
- C Perform other duties as assigned

V. Qualifications:

Education: Graduation from an accredited college or university with a degree in civil engineering or related field. Must have PE in the State of Utah. Valid Utah Driver's License

Experience: Five years engineering experience, two of which must include supervisory responsibilities; may substitute an equivalent combination of education for experience except supervisory experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Engineering principles, procedures and practices; principles of management and budgeting; principles of maintenance and construction of utility related projects; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; utility system facilities, equipment and operations.

Responsibility for: Correct judgement, accidents could be caused bringing injury and death to citizens as well as legal action against the City; great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for making decisions which affect the activities of other individuals; supervision of Engineering Division personnel; great responsibility for safety and risk

management issues related to the operation

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with developers; attendance at public meetings; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Regular use of telephone, computer printer and 10-key, frequent vehicle use

Analytical Ability: Communicate effectively verbally and in writing; read plans and blueprints; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects.

VI. Working Conditions:

Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to traffic and construction site hazards, dust and noise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____